

CLASS TITLE: ASSISTANT MEDICAL DIRECTOR (DOC)

Class Code: 02882900

Pay Grade: 45A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, coordinate, direct and review the activities of a staff, including nurses and nurse practitioners, engaged in providing general nursing services at the Department of Corrections; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Medical Program Director with wide latitude for exercising independent judgement in developing and implementing policy and procedures in the area of nursing standards and medical services; work is reviewed through conferences and reports for adherence to existing guidelines and regulations.

SUPERVISION EXERCISED: Plans, coordinates, reviews and evaluates the activities of a large nursing staff and related medical support staff engaged in providing varied and complex general nursing services in a secure correctional environment.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate, direct and review the activities of a staff, including nurses and nurse practitioners, engaged in providing general nursing services at the Department of Corrections.

To develop, implement and maintain nursing service functions designed to meet the clinical, rehabilitative and psychogeriatric needs of patients in a secure correctional environment.

To develop, with staff participation, nursing service policy which focuses on the care of the patient and ensures that each patient's nursing care is planned, supervised and evaluated by a professional nurse.

To participate in the review and/or revision of nursing policies at the Department of Corrections and the establishment of criteria and procedures for the proper review of, training and continuing education of nursing service personnel.

To establish and maintain an effective system of nursing records and reports.

To assist the Medical Program Director in developing and establishing standards of care and practice, and to continually evaluate and improve the performance of care and the services provided.

To ensure staff competence, appropriately address and resolve areas of concern, and evaluate and improve the effectiveness of the processes and systems which support both patient care and staff performance.

To serve as liaison between nursing services and medical staff.

To develop and recommend a budget providing for sufficient resources in order to produce the optimum level of nursing care while identifying and recommending cost-effective patient care services; to determine avenues to improve value of care and services.

To contribute to the continuous improvement of nursing services and staff. To create and encourage a strong team environment and which holds staff accountable for actions and outcomes.

To represent the organization at the local, state, and regional level through involvement in professional organizations and associations, and to maintain a current knowledge of new developments in nursing and related fields.

To maintain nursing skills through participation in continuing education and maintenance of certification activities in the appropriate specialty/subspecialty.

To communicate new/revised protocols, guidelines, standards, and policies to staff and other interested parties.

To collaborate with other agencies, professional groups and educational institutions in order to develop plans for meeting the present and anticipated health care needs of the population.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in administering a multi-faceted program of general nursing services in a correctional setting; a thorough knowledge of the principles, practices and techniques of nursing education and the ability to apply such knowledge in the overall planning, organization, direction and coordination of a nursing program; the ability to lead sustainable change through collaboration and professional leadership; the ability to work collaboratively with multi-disciplinary team members who are mutually accountable; the ability to organize, coordinate and manage multiple simultaneous projects with minimal oversight; the ability to inspire and motivate staff while promoting the mission and vision of the organization; knowledge in the areas of labor relations, economics, and legislation which impacts correctional nursing services; the ability to plan, organize and review the work of professional and non-professional healthcare staff; the ability to establish and maintain effective working relationships with superiors, subordinates, associates and various public and private agencies and organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduation from an accredited school of professional nursing; and

Experience: A minimum of five (5) years of progressive leadership experience in nursing management in a hospital or related health care setting

SPECIAL REQUIREMENT: Must meet nursing registration requirements as required by Rhode Island law and regulations and must maintain such requirements as a condition of employment. Must possess and maintain licensure as an Advanced Practice Registered Nurse in the State of Rhode Island.

Class Revised: December 22, 1985

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